

# CITY OF FLAGSTAFF

## Community Development Block Grant Notice of Funding Availability Grant Application 2016/2017



January 2016  
City of Flagstaff, Housing Section  
211 W. Aspen Avenue, Flagstaff, Arizona  
(928) 213-2752 (phone)  
(928) 779-7684 (fax) (928) 774-5281 (TDD)



## **CDBG FUNDING TIMELINE**

### 2016/2017 Funding

1 <sup>st</sup> Public Meeting/ Proposal Process Starts NOFA	January 6, 2016 10:00AM – 11:30 a.m.
Proposal Submission Deadline	February 5, 2016 5:00 p.m.
2 <sup>nd</sup> Public Meeting – Review of Submissions	February 16, 2016 10:00 a.m.–11:00 a.m.
Review and Ranking of Proposals	March 4, 2016
Public Comment Period on Draft Plan	March 1 - April 1, 2016
3 <sup>rd</sup> Public Meeting – Council Work Session	April 12, 2016
4 <sup>th</sup> Public Meeting – Council Decision	April 19, 2016
HUD Submission Deadline	May 15, 2016
Anticipated Release of Funds	September 2016

*The Housing Section is always interested in public input concerning the use of CDBG funds. Please feel free to contact us at any time with questions, concerns, or comments.*

Leah Bloom  
City of Flagstaff Housing Section  
211 West Aspen  
Flagstaff, AZ 86001  
(928) 213-2752  
LBloom@flagstaffaz.gov

*Persons requiring hearing, visual, language, mobility or other accommodations may contact the City at (928) 213-2752 or TDD (928) 774-5281 to make special arrangements at least 24 hours before the scheduled meeting time.*

## **CDBG Public Participation Process / Consolidated Plan**

The City of Flagstaff is conducting its annual public participation process to receive proposals from the community for the use of Community Development Block Grant (CDBG) funds to address the needs of low-moderate income (LMI) persons and neighborhoods. Comments and proposals received will be used to assist in the development of the City of Flagstaff 2016-2017 Annual Action Plan. The Annual Action Plan will describe the use of 2015-2016 CDBG funds while concurrently defining or amending the strategies and priorities outlined in the Program Year 2011/2015 Consolidated Plan. The Consolidated Plan describes the housing, economic, social, and human development needs of LMI persons and special needs populations in Flagstaff, Arizona. Included in this process are two public meetings, two City Council meetings, and a proposal process. The first of the public meetings will be held on Wednesday, January 6 at 10:00AM. at the City of Flagstaff – Council Chambers located at 211 W. Aspen, Flagstaff, AZ 86001. The second meeting is scheduled for Tuesday, February 16 2016. City Council meetings will take place on April 12 and 19, 2016. These meetings will provide an overview of the Public Participation Process and the Consolidated Plan update.

Persons requiring hearing, visual, language, mobility or other accommodations may contact the City at (928) 213-2752 or TDD (928) 774-5281 to make special arrangements at least 24 hours before the scheduled meeting time.

## **CDBG Proposals Process**

The City of Flagstaff is soliciting proposals for the July 1, 2016 – June 30, 2017 CDBG Program funding cycle. The 2016-2017 CDBG allocation has not yet been released by HUD.

Proposals will be evaluated based on CDBG eligibility and other criteria discussed in this document. Agencies awarded CDBG funding by the City of Flagstaff will enter into an agreement with the City of Flagstaff to implement programs in accordance with Federal, State and local laws. The City of Flagstaff is responsible to HUD for the compliant use of CDBG funds, both for itself and for its sub-recipients. The City of Flagstaff reserves the right to partner with external agencies, or to directly provide services to address unmet and/or immediate needs.

## **Determining CDBG Eligibility**

The types of activities that can be undertaken with CDBG funds include public improvements, public services, housing, and economic development and must take place within the City of Flagstaff city limits. An activity is not eligible for funding unless it meets the following conditions:

1. Project achieves the CDBG **National Objective** pertinent to Flagstaff: Activities that Benefit Low-Moderate Income Persons (570.208(a)). This National Objective is met if the activity meets the criteria of **one of four subcategories**:

- Subcategory 1. Area Benefit Activities
    - The criteria for this subcategory is met if an activity – benefiting only area residents – is undertaken in a service area where at least 51% of residents have income at or below 80% of the Area Median Income. The City has four target neighborhoods: Sunnyside, Southside, La Plaza Vieja, and Pine Knoll.
  - Subcategory 2. Limited Clientele Activities
    - The criteria for this subcategory is met if an activity is designated to benefit a specific group of people and they are either documented or presumed (by HUD) to be LMI persons. These groups are as follows:
      - Abused Children
      - Elderly Persons
      - Severely Disabled Persons
      - Victims of Domestic Violence
      - Persons with HIV/AIDS
      - Migrant Farm Workers
      - Homeless Persons
      - Illiterate Adults
  - Subcategory 3. Housing Activities
    - The criteria for LMI benefit is met to the extent that units are occupied by LMI persons upon completion. It covers both rental and owner-occupied units.
  - Subcategory 4. Job Creation or Retention
    - The LMI benefit must meet one of three criteria:
      1. The neighborhood where **jobs are created** in a LMI area; or
      2. The business being assisted predominantly serves LMI persons; or
      3. The jobs created or retained are available to or filled by LMI persons.
2. Projects must achieve one of the three **CDBG Primary Objectives**:
    1. To develop viable urban communities by providing decent housing.
    2. To deliver suitable living environment.
    3. To expand economic opportunities principally for persons of low- and moderate-income.
  3. Projects must achieve measurable objectives in line with those approved by City Council for the Consolidated Plan. The proposals must assist in meeting the goals and objectives identified in the Plan.
  4. Agency is able to provide the insurance required by the City of Flagstaff as indicated in Appendix A.
  5. The agency applying for funding cannot be in any way an affiliate of ACORN.

## **Determining Approval of Funding Recommendations to City Council**

In addition to being eligible, a project must also meet the following criteria to be forwarded to City Council for funding consideration.

1. Project use of CDBG funds will not result in a violation of the City's certification that at least 70% of the CDBG funds will benefit low-moderate income persons over the fiscal year of July 1, 2016 to June 30, 2017.
2. Proposed costs appear to be necessary, reasonable and otherwise conform with Federal OMB guidelines that pertain to the proposed project.
3. Applying agency has adequate administrative systems and staffing capacity available to carry out proposed activity, as well as comply with CDBG regulations.
4. Applying agency provides documentation of authorization to request CDBG funds and documentation of authorized signature authority (e.g. bylaws, official resolution or a copy of the minutes of the meeting in which an action was taken).
5. Relative ranking of the proposed project per the criteria included in Appendix B, titled CDBG Project Ranking Form 2016.

Proposals that meet the minimum review criteria will be forwarded to the Flagstaff City Council for a funding decision. CDBG funding for approved proposals generally becomes available after September 1 and is provided on a reimbursement basis.

### **City Staff Assistance with Proposal Submission and Special Accommodations**

CDBG requirements and eligibility criteria are complex. City staff is available to provide technical assistance appointments to anyone wishing to discuss potential projects or submit a proposal. Phone and e-mail questions will also be accepted and special accommodations will be made for those with disabilities. For additional information and/or assistance please call Leah Bloom at (928) 213-2752 or TDD (928) 774-5281.

## Proposal Submission Requirements

Agencies requesting CDBG funds must submit a formal typewritten application to the City of Flagstaff. The application packets will be available beginning at 10:00AM Tuesday, January 6, 2016 on the City's website at [www.flagstaff.az.gov/housing](http://www.flagstaff.az.gov/housing) and at 211 West Aspen Flagstaff, AZ 86001.

- **Proposal Submission**

**Proposals must be completed and submitted to the following address prior to 5:00 p.m. February 5, 2016**

City of Flagstaff  
Housing Section – CDBG Proposal  
Attn: Leah Bloom  
211 W Aspen Ave  
Flagstaff, AZ 86001

Applying agencies must submit **one original, six copies, and an electronic copy in word document** of the complete proposal. Proposals are to be:

- **Submitted on 8 ½ x 11 standard paper, with standard 1-inch margins.**
- **Double sided.**
- ***Original* neither bound nor stapled. *Copies* should be stapled or bound in some way.**
- **Inclusive of page numbers.**
- **Indexed and tabbed to correspond with the application checklist (on next page).**
- **Submitted via both paper copies and electronic proposals. Electronic proposals can be provided on a CD or thumb drive.**

**Proposals postmarked on the due date but not received will be considered late.** *Incomplete or late proposals will not be considered for funding, but will be accepted as part of the public comment process.*

The following pages contain the proposal format. Handwritten proposals will not be accepted. To obtain this proposal in an electronic format please visit [www.flagstaff.az.gov/housing](http://www.flagstaff.az.gov/housing). Contact Leah Bloom [LBloom@flagstaffaz.gov](mailto:LBloom@flagstaffaz.gov) with any questions or comments regarding the proposal format or the CDBG process.

A proposal will be considered incomplete if it does not contain everything in the below checklist. Items H-K only need to be attached to the ORIGINAL PROPOSAL, the copies do not need to include these items. Incomplete applications will not be considered for funding.

TAB	✓	CHECKLIST
1		<b>Proposal Cover Page</b> – Include name of proposed activity, name of agency, DUNS Number, SAM Number and primary contact.
2		<b>Checklist/Index</b>
3		<b>Executive Summary</b> – Please ensure that an authorized representative executes this page. <i>A missing signature on this page will make the proposal incomplete.</i>
4		<b>Narrative Questions</b> – Answers should be thorough, complete and address all parts of the questions. The format should be easy to follow.
5		<b>Map of Project Location</b>
6		<b>Job Descriptions</b> – If applying for operational assistance or position specific funding.
7		<b>Schedule of Completion</b> - Provide a realistic proposed twelve-month schedule of completion identifying major tasks to be accomplished. Use format in Appendix C.
8		<b>Budget</b> – Identify all funding sources for this project separating CDBG from other sources. Assign dollar amounts for any in-kind contributions. Provide narratives about what the CDBG funds will be used for. Use format in Appendix D.
9		<b>Leverage/In Kind Letters</b> - For financial leverage to be counted include letters of award from other funding sources (including in-kind) AND make sure that the letters match the budget amounts outlined in the budget (Appendix D). <i>Make sure that leverage is for the same Program Year you are applying for.</i>
10		<b>Community Support Letters</b> – To demonstrate community need and collaboration for the specific project please include letters of support.
11		<b>Organizational Chart</b> – Provide the agency's administrative framework; staff positions (indicating where the proposed project will fit into the structure and Identifying any staff positions of shared responsibility).
12		<b>Non-Profit Certification</b> - Provide a 501(C)3 non-profit certification or local government tax exempt ID. Pending non-profit applications are not accepted for CDBG funding.
13		<b>Financial Audit and Management Letter</b> – Provide most recent copy of both.
14		<b>List of Board of Directors</b> - Include the name, telephone number, address, occupation or affiliation of each member and identify the principal officers of the governing body.
15		<b>Authorization to Request Funds/Authorized Signature Authority</b> - Documentation of authorization to request CDBG funds and documentation of authorized signature authority (e.g. bylaws, official resolution or a copy of the minutes of the meeting in which an action was taken)

**Executive Summary**  
**(Not to exceed one page)**

**Agency requesting funding:**

**Agency DUNS Number:**

**Agency SAM Number:**

**Are you a participating member in the Coconino County Continuum of Care? (Yes or No)**

**Amount of funds requested:**

**Project name:**

**Please indicate the following agency representative who will be the primary contact person for this project:**

- |                   |                |
|-------------------|----------------|
| - Name            | - Fax number   |
| - Title           | - E-mail       |
| - Mailing address | - Phone number |

**Brief project description (4 to 5 sentences):**

**Total estimated number of persons to be assisted: (Average household size is 2.61 people per household)**

**Council CDBG priority (mark all that apply):**

- ☐ Neighborhood Revitalization  
☐ Housing  
☐ Homelessness  
☐ Mentally Ill and/or Serial Inebriate Populations

**Will the activity take place in a target neighborhood?**

- ☐ Southside  
☐ Sunnyside  
☐ La Plaza Vieja  
☐ Pine Knoll

**Special population (if any) to be assisted:**

- |   |  |
|---|--|
| <input type="checkbox"/> Abused Children              | <input type="checkbox"/> Persons with HIV/AIDS             |
| <input type="checkbox"/> Elderly Persons              | <input type="checkbox"/> Migrant Farm Workers              |
| <input type="checkbox"/> Severely Disabled Persons    | <input type="checkbox"/> Persons experiencing homelessness |
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Illiterate Adults                 |

**Name of authorized representative:**\_\_\_\_\_ **Title:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_



***Please respond to the following questions in the order listed. Reformat as necessary. Make sure to include the entire question in your response.***

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**Answer questions 1 - 3 for Public Service submissions only (10 points)**

(To find out if your activity is categorized as a Public Service activity please contact [LBloom@Flagstaffaz.gov](mailto:LBloom@Flagstaffaz.gov))

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1. Mark the public service activity that best fits your proposed service. - For a definition of the below categories visit <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf>
    - Employment services (e.g., job training)
    - Crime prevention and public safety
    - Child care
    - Health services
    - Substance abuse services (e.g., counseling and treatment)
    - Fair housing counseling
    - Education programs
    - Energy conservation
    - Services for senior citizens
    - Services for homeless persons
    - Welfare services (excluding income payments)
    - Recreational services
    - Other
  2. Clearly define how the proposed service is one of the following:
    1. A new service.
    2. A quantifiable increase in the level of an existing service.
  3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community, (e.g. what gap will the service fill?)

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**Answer question 4 for Economic Development submission only. (1 point)**

(To find out if your activity is categorized as an Economic Development activity, please contact [LBloom@Flagstaffaz.gov](mailto:LBloom@Flagstaffaz.gov))

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4. Economic Development activities create jobs or support businesses in low income neighborhoods or for low income people. Please check one of these eligible activities if applying under the Economic Development category - for a definition of the below categories visit <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf>
- Special economic development
  - Economic development undertaken by a Community Based Development Organization (CBDO)
  - Technical assistance to businesses
  - Microenterprise development
  - Commercial rehabilitation
  - Public facilities and improvements
  - Job Training

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**Answer the following questions for ALL submissions:**

Please ensure that each question is accompanied with a thorough answer. Repetition is acceptable and proper placement to the answer could affect ranking points.

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5. Describe the proposed scope of the project, including: **(10 Points)**
- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
  - The current status of this project (i.e. planning stage, resubmission from last year, feasibility study complete etc.)
  - Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).
  - Attach price estimate or quote if applying for construction or rehabilitation funding (required if applicable).

6. Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods. Focus your response on: **(10 Points)**
- Providing decent housing
  - Providing a suitable living environment
  - Expanding economic opportunities principally for low-moderate income persons or neighborhoods.
7. Identify how the proposal meets one or more of the Council CDBG Priorities: **(10 Points)**
- a) Neighborhood Revitalization
  - b) Housing
  - c) Homelessness
  - d) Mentally Ill and/or Serial Inebriate Populations
8. If applicable, indicate whether the project takes place in one of the four target neighborhoods **(5 Points)**
- a) Southside
  - b) Sunnyside
  - c) Plaza Vieja
  - d) Pine Knoll
9. Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the City of Flagstaff Program Year 2011/2015 Consolidated Plan. **(Include Page # Citations). (10 Points)**  
The plan is available at <http://www.flagstaff.az.gov/index.aspx?nid=626>
10. Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding local needs within Flagstaff City Limits? **(10 Points)**
11. Briefly describe the scope of the community collaboration surrounding the proposed project. **(10 Points)**
- a) Be specific, citing additional leverage<sup>1</sup> funding sources, agreements, staffing partnerships, etc.
  - b) If formal partnerships<sup>2</sup> exist, please include documentation of all leveraged resources and identify leverage in budget.
  - c) Attach letters of community collaboration/support for the specific project.
  - d) Describe how successes will be monitored beyond CDBG requirements.

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<sup>1</sup> Leveraged funds are specific non City, non Federal (unless specifically allowed) funds committed toward this project.

<sup>2</sup> Formal Partnerships are contractual agreements that exist between two agencies. Informal partnerships are existing proposed business relationships not formalized by contract or funding agreement.

12. Briefly describe: **(10 Points)**
- a) The organization's history administering this or similar projects.
  - b) The organization's realistic capacity for undertaking this project.
  - c) Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
  - d) Was the agency ever asked to return awarded funds for cause?
  - e) Has your agency ever requested a budget amendment or contract extension? If yes, why?
13. Divide the execution and administration of the project into areas of responsibility by providing the following: **(10 Points)**
- a) **Names, titles, and resumes** of all staff involved with carrying out these areas of responsibility
  - b) Job descriptions for any new positions created for the proposed project
  - c) Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency)
  - d) Distinguish between in-house agency staff and contracted assistance
  - e) Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab G.
14. Tab 7 of the check list requests a Schedule of Completion for this proposed project. In Appendix D, provide the following: **(10 Points)**
- a) A narrative summary describing the expenditure of CDBG Funds
  - b) Explain the rate of expenditure and the predicted progress of the proposed schedule
  - c) An estimated completion of project. *Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.*
15. Tab 8 of the check list requests a budget for this proposed project. In Appendix E, please provide a narrative summary describing exactly what CDBG Funds will pay for. **(10 Points)**
- a) Include any contract bids or quotes for construction projects.

# Appendix A

## City of Flagstaff CDBG Sub-Grant Agreement – Insurance Requirements

Agency and its sub-agencies shall procure and maintain insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Agency, its agents, representatives, employees or sub-agencies, until all of their obligations have been discharged, including satisfaction of any warranty periods under this Agreement.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect Agency from liabilities that might arise out of the performance of the work under this Agreement by Agency, its agents, representatives, employees or sub-agencies, and Agency is free to purchase additional insurance as may be determined necessary.

12.1 Minimum Scope and Limits of Insurance. Agency shall provide coverage at least as broad and with limits of liability not less than those stated below.

12.1.1 Commercial General Liability - Occurrence Form

General Aggregate .....	\$ 2,000,000
Products-Completed Operations Aggregate .....	\$ 1,000,000
Each Occurrence .....	\$ 1,000,000

12.1.2 Umbrella Coverage..... \$ 2,000,000

12.1.3 Automobile Liability - Any Auto or Owned, Hired and Non-Owned Vehicles

Combined Single Limit Per Accident or Bodily Injury and Property Damage .....	\$ 1,000,000
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12.1.4 Workers' Compensation and Employer's Liability

Workers' Compensation.....	Statutory
Employer's Liability: Each Accident .....	\$ 500,000
Disease-Each Employee.....	\$ 500,000
Disease-Policy Limit.....	\$ 500,000

12.2 Self-Insured Retentions/Deductibles. Any self-insured retentions and deductibles shall be declared to and approved by the City. If not approved, the City may require that the insurer reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and volunteers. Agency shall be solely responsible for any self-insured retention amounts. City at its option may require Agency to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

12.3 Other Insurance Requirements. The policies are to contain, or be endorsed to contain, the following provisions:

### 12.3.1 Commercial General Liability and Automobile Liability Coverages

- 12.3.1.1 The City of Flagstaff, its officers, officials, agents, employees, and volunteers are to be listed as additional insureds with respect to liability arising out of: activities performed by, or on behalf of, Agency, including the City's general supervision of Agency; products and completed operations of Agency; and automobiles owned, leased, hired or borrowed by Agency.
- 12.3.1.2 Agency's insurance shall contain broad form contractual liability coverage.
- 12.3.1.3 Agency's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, or volunteers shall be in excess to the coverage of Agency's insurance and shall not contribute to it.
- 12.3.1.4 Agency's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 12.3.1.5 Coverage provided by Agency shall not be limited to the liability assumed under the indemnification provisions of this Agreement.
- 12.3.1.6 The policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees and volunteers for losses arising from work performed by Agency for the City.

12.3.2 Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, agents, employees, and volunteers for losses arising from work performed by Agency for the City.

12.3.3 Notice of Cancellation. Each insurance policy required by the insurance provisions of this Agreement shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City. Such notice shall be sent directly to: Risk Manager, 211 W. Aspen Avenue, Flagstaff, AZ, 86001, and shall be sent by certified mail, return receipt requested.

12.3.4 Acceptability of Insurers. Insurance shall be placed with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect Agency from potential insurer insolvency.

- 12.3.5 Verification of Coverage. Agency shall furnish the City with Certificates of Insurance as required by this Agreement. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the Certificate of Insurance. The City project/contract number and project description shall be noted on the certificates of insurance. The City must receive and approve all certificates of insurance and endorsements before the Agency commences work.
- 12.3.5.1 Each insurance policy required by this Agreement shall be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of this Agreement. Failure to maintain the insurance policies as required by this Agreement or to provide evidence of renewal shall be a material breach of Agreement.
- 12.3.5.2 All Certificates of Insurance required by this Agreement shall be sent directly to: Stacey Brechler-Knaggs, Grants Administrator, 211 West Aspen Avenue, Flagstaff, Arizona, 86001. The City reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Agreement, at any time.
- 12.3.6 Sub-agencies. Agency's Certificates of Insurance shall include all sub-agencies as insureds under its policies, or Agency shall furnish to the City separate Certificates of Insurance for each sub-agency. All coverages for sub-agencies shall be subject to the minimum requirements identified above.
- 12.3.7 Approval. Any modification or variation from the insurance requirements in this Agreement shall have prior approval from the Flagstaff City Attorney's Office, whose decision shall be final. Such action shall not require a formal Agreement Amendment, but may be made by administrative action.

## Appendix B

### 2015 Income Limits

Household Size	30%	50%	60%	80%
1	\$ 12,650	\$ 21,100	\$ 25,320	\$ 33,750
2	\$ 15,930	\$ 24,100	\$ 28,920	\$ 38,550
3	\$ 20,090	\$ 27,100	\$ 32,520	\$ 43,350
4	\$ 24,250	\$ 30,100	\$ 36,120	\$ 48,150
5	\$ 28,410	\$ 32,550	\$ 39,060	\$ 52,050
6	\$ 32,570	\$ 34,950	\$ 41,940	\$ 55,900
7	\$ 36,730	\$ 37,350	\$ 44,820	\$ 59,750
8	\$ 39,750	\$ 39,750	\$ 47,700	\$ 63,600



## Appendix C

### Schedule of Completion Example

<b>Project Schedule</b>														
<b>City of Flagstaff</b>														
<b>Project Description:</b>		Flagstaff Homebuyer Assistance Program												
<b>Implementing Agency:</b>														
<b>Project Number:</b>														
<b>Persons Served:</b>		9												
<b>Date Submitted:</b>		10/9/2007												
<b>Action Items:</b>	<b>Item Description</b>	<div style="text-align: center;">YEAR      1st month begins with the Notice To Proceed</div>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	Homebuyer Education Workshop													
2	Counsel/Prepare Homebuyers													
3	Conduct Outreach and Marketing													
4	Assist Buyers in Location Affordable Housing													
5	Process Applications													
6	Approve and Fund Loans													
7	Monthly CDBG Reporting													
8	Close Loans													
9	Contract Monitoring and Close Out													

*Provide Narrative: Please refer to question 14.*

## Appendix D

### Budget Example

Project Budget City of Flagstaff Community Development Block Grant (CDBG) Program					
Project Description: Flagstaff Homebuyer Assistance Program					
Implementing Agency:					
Project No.:					
Date: 1/10/13					
Persons Served: 6		SOURCE 1	SOURCE 2	SOURCE 3	SOURCE 4
Item and			Other Grant	PRIVATE	IN-KIND
Activity	Item / Activity Description	CDBG	FUNDING	FINANCING	PROJECT
					TOTALS
1	Down Payment and Closing Cost Loans				\$ 140,200.00
A	Loan Principal	\$ 70,200.00	\$ 70,000.00		
2	Homebuyer Assistance Services				\$ 72,190.00
A	Housing Staff Salary	\$ 20,190.00	\$ 52,000.00		
3	Program Related Expenses				\$ 2,265.00
A	Office Supplies	\$ 600.00	\$ 950.00		
B	Telephone	\$ 180.00	\$ 250.00		
C	Postage	\$ 110.00	\$ 175.00		
4	Professional Services				\$ 600.00
A	Audit	\$ 80.00	\$ 520.00		
5	Administration				\$ 12,232.00
A	Director Oversight	\$ 1,700.00	\$ 3,640.00		
B	Agency Indirect (Per Health & Human Services approval of 8.9% salaries and ERE) (Includes accounting)	\$ 1,940.00	\$ 4,952.00		
6	Leveraged Funding Sources				\$ 518,000.00
A	Mortgage Financing			\$ 518,000.00	
	CDBG Totals	\$ 95,000.00			
	Totals		\$ 132,487.00	\$ 518,000.00	\$ - \$ 745,487.00

\*\*\*NOTE\*\*\*

Identify all funding sources for this project separating CDBG from other sources. Assign dollar amounts for any in-kind contributions. Provide narratives about what the CDBG funds will be used for.

For financial leverage to be counted, include letters of award from other funding sources (including in-kind) AND make sure that the letters match the budget amounts outlined in the budget. Make sure that the leverage is for the same program year you are applying for.

*Provide Narrative: Please refer to question 15.*

## **Appendix E**

### **CDBG Project Ranking Form 2016/2017**

City staff will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_

Name of Project: \_\_\_\_\_

☐ Public Service

☐ Housing

☐ Economic Development

#### **Additional Considerations:**

\_\_\_\_\_ **Ratio of dollars per person benefitted by proposed project**

\_\_\_\_\_ **Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)**

\_\_\_\_\_ **Pat successful CDBG contract administration (yes or no)**

**1- 3. (For Public Service Submissions Only) How well does the answer define how the service is either: (10 points)**

- a) A new service?
- b) A quantifiable increase in the level of an existing service?
- c) To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**4. (For Economic Development Submissions Only) (1 point)**

- a) Did the agency check which economic development activity it was applying for?

**No (0 points)      Yes (1 point)**

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**5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)**

- a) Estimated number of persons to be served
- b) Current status of the project
- c) Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- d) Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**6. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)**

- a) Provide decent housing; or
- b) Provide a suitable living environment; or
- c) Expand economic development opportunities

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**7. How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities (10 points)**

Council's Priorities:

- a) Neighborhood Revitalization
- b) Housing
- c) Homelessness
- d) Mentally Ill and/or Serial Inebriate Populations

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**8. Does the proposed project take place in one of the target neighborhoods?**

Target Neighborhoods: (5 points)

- a) Southside
- b) Sunnyside
- c) La Plaza Vieja
- d) Pine Knoll

**0    5**

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**9. How well does the answer document that the proposed project will meet the needs identified in the in the Program Year 2011/2015 Consolidated Plan? Are page numbers included? (10 points)**

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**10. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached? (10 points)**

**(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)**

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**11. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following: (10 points)**

- a) Additional leverage
- b) Agreements, staffing partnerships, etc.
- c) Are current letters of community collaboration/support attached?
- d) How will agencies monitor successes?

**(None) 0    1    2    3    4    5    6    7    8    9    10 (Extensive)**

**12. How well does the question describe:** (10 points)

- a) The organization's history administering this or similar projects?
- b) The organization's realistic capacity for undertaking this project?
- c) The organization's experience administering federal and state grants and complying with federal statutes?
- d) Has the agency ever been asked to return awarded funds?
- e) Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0    1    2    3    4    5    6    7    8    9    10 (Very Much)

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**13. Did the answer divide the organization's execution and administration of the project by the following:** (10 points)

- a) **Name, titles, and resumes** of the staff involved?
- b) Job descriptions for any new positions?
- c) Is project manager identified?
- d) Is a distinction made between in-house staff and contracted assistance?
- e) Does Tab G include all staff positions and CDBG proposed positions?

(None) 0    1    2    3    4    5    6    7    8    9    10 (Extensive)

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**14. Does Tab 7 (Schedule of Completion) include the following:** (10 points)

- a) A narrative summary describing the expenditure of CDBG Funds
- b) The rate of expenditure and the predicted progress of the proposed schedule
- c) An estimated completion of project.

(None) 0    1    2    3    4    5    6    7    8    9    10 (Extensive)

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**15. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG Funds will pay for found in Appendix E?** (10 points)

- a) For construction contracts, were bids and/or quotes provided?

(None) 0    1    2    3    4    5    6    7    8    9    10 (Extensive)

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## General Criteria:

1. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

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2. How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule? (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

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3. How realistic is the project budget? Was the correct format used? Does the budget include: (15 points)

- a. All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- b. Leverage numbers on budget match to leverage letters (3 points)
- c. Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- d. Overall Budget Evaluation: (10 points)  
Is the project cost effective? What percentage of the project budget is leveraged funding? What percentage of the budget is for administration? Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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4. Has the applicant exhibited competence in preparing this proposal? (10 points)

- a. Thorough and complete answers, well written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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